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7 November 1968

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II, #3-69
28 October - 1 November 1968

Student Body

1. Eight students attended the course. Their grades ranged from GS-05 through GS-12 (average, GS-07) and their length of service from five months through seventeen years (average, four years). Two of the students, Mr. [REDACTED] were long-time representatives of RID with 31 years of Agency experience, both here and abroad, between them. Their comments and contributions to the class were most welcome.

25X1A9a

Course Curriculum

2. There were no changes in the curriculum.

3. This is the second time that we have presented the practical exercise since it was revised to bring it up to date. The bugs seem to have been worked out, and it should be good for at least two years before another revision is indicated.

Course Conduct

4. There were no changes in the presentation of the course.

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Speakers

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5. Mr. [REDACTED] appeared instead of Mr. [REDACTED] our 25X1A regular speaker, who had a conflict. Mr. [REDACTED] was an appropriate choice, since it was his comments on requests for operational approvals which originally led to including the CI/[REDACTED] element in this course. Having been a teacher in private life, he was at ease with the class and made his points well.

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6. Miss [REDACTED], Chief of the Western Europe branch of Central Reference Service, handled the CRS presentation effectively. She is at home with all aspects of research in CRS, and answered questions from the class precisely and convincingly.

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7. Mr. [REDACTED], has asked to be relieved of his part in the course. He has given the talk on "Writing the Meaningful Report" for most of the life of this course, and since he knows the course thoroughly he has given this talk very well. Efforts will be made to find a successor.

Chief Instructor's Comments

8. There was a large number of cancellations before the course began. Three of these were the result of personnel shortages which developed at the desk; these have asked to be picked up at the December running of the course. The remaining cancellations appear to have resulted from the cancellations in CS Records I. Not having attended this course, the students were not qualified to go on to Records II.

9. Although this was one of the smallest classes we have had so far, the students were alert and interested. They contributed a number of relevant questions and comments from their own experience. One or two even went back to the files to verify matters of procedure or to check a reference. Rapport among the students was very good.

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Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

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